CITY OF LONG BEACH
EMPLOYMENT OPPORTUNITY
Public Health Associate II (Full Time/Unclassified)
HMIS Assistant
Community Health Bureau
$17.011 - $23.263 per hour
DEPARTMENT OF HEALTH & HUMAN SERVICES

POSITION:

The City of Long Beach Department of Health and Human Services, Community Health Bureau, Homeless Services Division is recruiting for the position of a Homeless Management Information System (HMIS) Assistant. Under direction of the Homeless Services Officer, the HMIS Assistant is responsible for the user training, data quality assurance and performance reporting within the Long Beach Continuum of Care (CoC) Homeless Management Information System.

The position is located at the Main Health Department Headquarters, 2525 Grand Ave. in Long Beach, CA.

EXAMPLES OF DUTIES:

- Prepares HMIS program evaluations and reports.
- Evaluates program performance and cost effectiveness in conjunction with HMIS data.
- Enters, analyzes and interprets HMIS data to detect local patterns and trends.
- Designs, conducts and disseminates studies of HMIS data.
- Prepares HMIS reports for staff, public health officials, outside agencies and the public.
- Coordinates training of HMIS agency leads and users.
- Assists in the development of research proposals and supervision of research projects.
- Participates in data collection for the citywide biennial homeless counts and surveys.
- Prepares and monitors performance reports for CoC projects and the CoC as a whole.
- May implement and evaluate HMIS protocols and procedures.
- May utilize Geographic Information Systems for HMIS data analysis.

EXAMPLES OF DUTIES (cont.):

- May conduct quality assurance/quality control studies.
- Performs other duties as assigned.

QUALIFICATIONS:

- A Bachelor's Degree in Public Health, Public Administration, Public Health GIS or closely related field is required.
- One year experience with human services/database management for public or non-profit agencies, in fields such as GIS, health, human and social services, psychology, public administration, and public health. HMIS experience is preferred.
- A valid California motor vehicle operator's license is required.

SUCCEFUL CANDIDATE WILL DEMONSTRATE:

- Proficiency in MS Word, Excel, Power Point, Access and other data analysis software.
- Outstanding organizational skills, strong attention to detail and forward thinking ability.
- Ability to multi-task and work independently.

APPLICATION PROCESS:

This recruitment will close at 4:30 p.m. (Pacific Time) on Friday, July 31, 2015. To be considered, please email a letter of interest and resume to the email below. Please include "CH-Req HE14-054 PHA II HMIS" in the email subject line:

LBDHHS-JobApplications@longbeach.gov

Résumés will be reviewed for depth and breadth of experience, and for level and relatedness of education. The most qualified candidates will be invited to participate in further selection procedures. Applicants who do not meet the minimum requirements will not be considered.

(Req. HE14-054)